DOCUMENT RESUME

ED 450 454 EA 030 844

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TITLE	Building the Best Faculty: Strategies for Hiring and Supporting New Teachers.
ISBN	ISBN-1-56676-735-0
PUB DATE	2000-00-00
NOTE	153p.
AVAILABLE FROM	Scarecrow Press, Inc., 15200 NBN Way, P.O. Box 191, Blue Ridge Summit, PA 17214 (cloth: ISBN-1-56676-735-0, $36). Tel: (800) 462-6420 (Toll-free); Fax: (800) 338-4550 (Toll-free).
PUB TYPE	Books (010) -- Guides - Non-Classroom (055)
EDRS PRICE	Document Not Available from EDRS.
DESCRIPTORS	Elementary Secondary Education; *Employer Employee Relationship; *Interviews; Personnel Management; *Personnel Selection; Professional Development; School Effectiveness; *Teacher Administrator Relationship; Teacher Attitudes; Teacher Employment; Teacher Morale; *Teacher Recruitment; *Teacher Selection; Teacher Shortage; Teacher Supply and Demand
IDENTIFIERS	Berry College GA

ABSTRACT

This work explores the process of devising effective recruitment, hiring, training, and retention strategies for new teachers. Chapter 1, "The Need for New Teachers," documents the growing need for teachers due to growing enrollment, retirement, and increasing specialization. Chapter 2, "Envisioning and Defining the New Position," explains the importance of creating realistic teaching positions. Chapter 3, "Advertising and Recruiting," reveals the importance of taking advantage of college career centers and advertising opportunities. Chapter 4, "Reviewing and Evaluating the Paperwork," provides tools for evaluating cover letters, resumes, and applicants. Chapter 5, "The All-Important Interview," illustrates the need to discern the candidate's knowledge, classroom management, and other skills, through interviewing. Chapter 6, "Group Interviews," describes the need for clear roles among members of hiring committees. Chapter 7, "Portfolios, Videos, and Other Supporting Materials," explores the use of professional, multimedia portfolios in hiring. Chapter 8, "Final Decisions and Final Negotiations," highlights the importance of verbal recruitment and negotiation. Chapter 9, "Problems of Beginning Teachers and the Need for Induction," examines challenges facing new teachers and the need for effective induction programs. Chapter 10, "Orientation," indicates the importance of user-friendly orientation strategies. Chapter 11, "Support Seminars for Newly Hired Teachers," asserts the need for planned seminar time and practical curricula design. Chapter 12, "Mentoring," explores the role of mentoring in the success of school programs. Chapter 13, "Rejuvenating All Faculty," examines the challenges of burnout and one possible solution. Chapter 14, "Action Timeline," traces the appropriate steps in the hiring process over the calendar year. (Contains 47 references.) (TEJ)

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